

State of Hawaii

Department of Land and Natural Resources

Career Opportunity

Department of Land and Natural Resources Personnel Office P. O. Box 621 Honolulu, HI 96809

Opening Date: August 15, 2004

LAST DAY TO FILE APPLICATIONS: Continuous Until Needs Are Met

STATE LANDS ADMINISTRATOR

Honolulu, Oahu - Recruitment No. 2004-08

\$5,418.00 - \$7,782.00 per month (EM-08)

(Anticipated Vacancy effective September 1, 2004)

JOB DUTIES

Serves as administrator of the Land Division responsible for the planning, development, management, acquisition and disposition of public lands statewide in ways that fulfill the Public Land Trust obligations.

MINIMUM QUALIFICATION REQUIREMENTS

Education Requirement: Graduation from an accredited four year college or university with a bachelor's degree.

General Experience Requirement: Two and one-half (2-1/2) years of progressively responsible professional work which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem solving methods and techniques, identify alternatives, use judgment in determining appropriate alternatives, and prepare clear and concise written reports and recommendations for action.

Specialized Experience Requirement: Two (2) years of responsible professional or administrative experience in land management which involved determining appropriate uses of lands; managing lands for commercial, industrial, agricultural or other income-producing purposes; making recommendations on the acquisition and disposition of real property; and identifying and resolving problems and conducting studies on land-related issues.

Supervisory Experience Requirement: One (1) year of work experience which included: (1) planning, organizing, scheduling, and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult work problems; (4) training and developing subordinates; and (5) evaluating their work performance, and disciplining when necessary. Such experience may have been gained concurrently or separately with the managerial experience requirement.

Managerial Experience Requirement: One (1) year of experience which involved responsibility for identifying program goals and objectives and evaluating their attainment; identifying resource needs (manpower, materials, equipment); planning, organizing and coordinating program activities to attain program objectives within time, resource and budgetary limitations; developing procedures; and actively participating in policy determination, budget formulation and execution.

Administrative Experience Requirement: One (1) year administrative experience which involved active participation in, and major responsibility for the development, management, execution and coordination of policies and programs.

Substitutions Allowed: 1) A master's degree from an accredited college or university may be substituted for one (1) year of General Experience. 2) Excess Specialized Experience may be substituted for the General Experience on a month-to-month basis.

HOW TO APPLY

1. Complete an Application for Civil Service Position and a Supplemental Form. Return all completed forms to the Department of Land and Natural Resources, Personnel Office, P. O. Box 621, Honolulu, Hawaii 96809.

2. Applicants must submit at the time of application, evidence of the appropriate training (e.g., transcript or diploma) in order to be given credit for education. Mailed applications should be postmarked by the last day to file applications.

QUALITY OF EXPERIENCE: Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate your average number of hours worked per week. We will not withhold the referral of names of eligibles for employment consideration because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements, including education, experience, and other public employment requirements for State Civil Service employment.

CITIZENSHIP REQUIREMENT: You must be a citizen, permanent resident alien, or national of the United States; however, if you are a non-citizen with employment authorization from the U.S. Immigration & Naturalization Service, you may also apply.

RESIDENCE REQUIREMENT: You must be a legal resident of the State of Hawaii at the time of application. Former legal residents may also apply. If there is a question regarding your residence status, it is your responsibility to provide documentary evidence of abandonment of your previous residence and/or establishment of Hawaii residence, or evidence of former legal residency in the State of Hawaii (i.e., filing State income tax returns as a resident of Hawaii, registering to vote in Hawaii's elections, and so on.) A residency information sheet is available upon request.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodations should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination. The cost for all physical examinations shall be borne by the applicant and not the State of Hawaii.

HOW TO FILE: Submit applications in person or by mail to the Department of Land and Natural Resources, Personnel Office, P. O. Box 621, Honolulu, Hawaii 96809. File applications immediately. Mailed applications and supplemental materials must be postmarked by midnight of the last day to file applications.

ADMINISTRATIVE REVIEW AND APPEAL:

Administrative Review: If you do not agree with an action taken on your application, you should **FIRST** request an administrative review with the Personnel Office. This must be done within 10 calendar days following the date your notice was sent. Requests must be made, in writing, to the Department of Land and Natural Resources, Personnel Office at the address listed on the front of this announcement. Your letter requesting the administrative review must include: 1) the job title(s), recruitment number(s), and the specific reason(s) you are requesting the review, and 2) any additional information you want to submit to substantiate your request. **If you do not submit your request within the ten-day limit, no administrative review will be conducted.**

Appeal: If you do not agree with the administrative review decision or action taken by the Department of Land and Natural Resources, you may appeal to the State Merit Appeals Board within 20 days from the date your notice was sent. Appeals to the Board must be in writing and sent to the following address: *Merit Appeals Board, Dept of Human Resources Development, 235 S. Beretania Street, Honolulu, HI 96813-2437.* A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment. **FILING AN ADMINISTRATIVE REVIEW BEFORE REQUESTING AN APPEAL WILL EXPEDITE THE REVIEW PROCESS.**

EMPLOYMENT INTERVIEW RESUME: Please take a copy of your State application and/or resume to employment interviews. We suggest you make a copy of your application before turning in the original.
